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ABSTRACT

This guide was developed as a "how to" training device for word processing using AppleWorks on the Apple IIe computer with a Duodisk or two disk drives. Step-by-step instructions are provided for program loading, creating files, accessing and using the help list, copying and moving text, deleting text, using the find option, inserting page breaks, changing file names, using the replace option, setting and removing tabs, and producing bold face text. For each procedure, a diagram of the screen display is included. (GL)

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OBTAINING HELP WITH APPLEWORKS

V1.3 WORD PROCESSING

FILES

USING THE

APPLE IIe COMPUTER

FIRST EDITION

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INTRODUCTION

"Obtaining Help With AppleWorks V1.3 Word Processing Files Using The Apple IIe Computer" was developed for use as a "how to" training device. It can be used with Apple IIe computers which have a Duodisk or two disk drives. Its development was accomplished using an Apple Duodisk drive, 5 1/4" floppy disks, and the 1.3 Version of the AppleWorks program. The pictures one sees in the Figures of this document are those that will be seen when V1.3 of the AppleWorks program is used to obtain help with word processor files. Generally, other versions of the AppleWorks program, as well as the smaller disk drives presently available on the market, may be used in conjunction with the document. If the document is to be used as it was intended at the time of development, users must have the following items available to them:

1. Apple IIe computer.
2. A Duodisk or two disk drives.
3. AppleWorks startup and AppleWorks program disks. These items may be located on opposite sides of the same computer disk.
4. One data disk upon which is stored, a word processor file.

If this document is to be used as it was intended, users must know how to turn on the computer.

After using this document, Apple IIe computer operators should be able to use the AppleWorks V1.3 word processing help option with their AppleWorks word processor files. Additional guidance in this regard may be found in the AppleWorks program manual which accompanies the purchase of the program. Manuals are also available from many bookstores.

Mistakes found in this document are mine.

RMS

**S
T
E
P
S**

DIRECTIONS

01. Program Loading.

- a. Place the AppleWorks program (Version 1.3), startup disk in slot #1 of the Duodisk drive or drive #1 if two separate drives are used. If you are not sure which disk drive has been connected as drive #1, place the program in one of the two drives. The computer will normally search both drives for the program disk.
- b. Turn on the computer and load the program into the computer. This step may require using two disks, one the startup disk and one the program disk or turning the startup disk over (watch for directions at the bottom of the monitor screen) if the startup and program portions are on opposite sides of the same disk, or:
- c. If the machine is already energized, insert the disk and press and hold down the OPEN-APPLE and the CONTROL keys and while they are held down:
- d. Press and release the RESET key and then release the OPEN-APPLE and the CONTROL keys (remember, you still may need to insert the second disk or turn the disk over).
- e. With this task completed, your screen should look like Figure 1 (the "Main Menu" is on the screen).

Disk: Disk 2

MAIN MENU

Main Menu

1. Add files to the Desktop
2. Work with one of the files on the Desktop
3. Save Desktop files to disk
4. Remove files from the Desktop
5. Other Activities
6. Quit

Type number, or use arrows, then press Return

@-? for Help

Figure 1. The Monitor Screen Showing The Main Menu.

02. Getting Started.

- a. Place your data disk in slot #2 of the Duodisk drive or disk drive #2.
- b. With the "Add files to the Desktop" option highlighted, press the RETURN key (see Figure 2).

Disk: Disk 2

ADD FILES

Escape: Main Menu

Main Menu

Add Files

Get files from:

1. The current disk: Disk 2
2. A different disk

Make a new file for the:

3. Word Processor
4. Data Base
5. Spreadsheet

Type number, or use arrows, then press Return

22K Avail.

Figure 2. The Monitor Screen After Selecting The Add Files Option.

- c. With the, "Current disk: Disk 2" option highlighted, press the RETURN key (see Figure 3).

Disk: Disk 2

APPLEWORKS FILES

Escape: Add Files

Main Menu

Add Files

AppleWorks files

Disk volume /TRAINING has 16K available

Name	Type of file	Size	Date	Time
WP00022	Word Processor	3K	6/14/88	
WP00023	Word Processor	1K	6/15/88	
WP00024	Word Processor	3K	6/15/88	
WP00025	Word Processor	13K	6/23/88	
WP00029	Word Processor	1K	9/20/88	
WP00030	Word Processor	11K	9/20/88	
WP00031	Word Processor	3K	9/20/88	
WP00032	Word Processor	17K	5/19/88	
WP00905.006	Word Processor	13K	6/12/89	
WP00906.006	Word Processor	31K	6/12/89	
More				

Use Right Arrow to choose files, Left Arrow to undo

22K Avail.

Figure 3. The Monitor Screen Showing A Disk Catalog.

- d. Use the DOWN-ARROW to highlight one of your word processor files.
- e. Press the RETURN key once. An example of the results can be seen in Figure 4.

^INTRODUCTION^

"Setting Up Letters Using The AppleWorks...Computers" was developed for use as a "how to" training device. It can be used with either Apple IIe or IIGS computers which have a Duodisk or two disk drives and an 80 column card installed. Its development was accomplished using an Apple Duodisk drive, 5 1/4" floppy disks, and the 1.3 Version of the AppleWorks program. Generally, other versions of the AppleWorks program as well as the smaller disk drives, presently available on the market, may be used in conjunction with the document. If the document is to be used as it was intended at the time of its development, users must have the following items available to them:

1. Apple II series computer.
2. A Duodisk drive or two disk drives.

Type entry or use @ commands

Line 1 Column 1

@-? for Help

Figure 4. An Example Word Processor File.03. Help List.

- a. Press the OPEN-APPLE and the "?" keys at the same time. Your monitor screen should look like the picture shown in Figure 5.

File: WP00022

HELP

Escape: Review/Add/Change

```
=====
@-C    Copy text (includes cut and paste)
@-D    Delete text
@-F    Find occurrences of....
@-K    Calculate page numbers
@-M    Move text (includes cut and paste)
@-N    Change name of file
@-O    Options for print formatting
@-P    Print
@-R    Replace occurrences of....
@-T    Set and clear tab stops
=====
```

Use arrows to see remainder of Help

20K Avail.

Figure 5. The Monitor Screen Showing The First Portion Of The Help List.

- b. Press the DOWN-ARROW key until the @-Z statement is at the top of the screen (see Figure 6).

File: WF00022

HELP

Escape: Review/Add/Change

```
=====
@-Z    Zoom In or Out to display or not
        display printer options

@-Space bar    Sticky space

Control-B      Begin or end bold face

Control-L      Begin or end underline

RETURN        Mark end of paragraph

DELETE        Delete preceding character

Arrows        Move the cursor

@-Up arrow    Back up a full screen

@-Down arrow  Go forward a full screen

@-Right arrow Go to next word
=====
```

Use arrows to see remainder of Help

20K Avail.

Figure 6. The Monitor Screen Showing The Second Portion Of The Help List.

- c. Press the DOWN-ARROW keys until the monitor screen no longer changes. The monitor screen now looks like the picture in Figure 7. Notice the similarities between Figures 6 and 7.

File: WP00022

HELP

Escape: Review/Add/Change

DELETE	Delete preceding character
Arrows	Move the cursor
␣-Up arrow	Back up a full screen
␣-Down arrow	Go forward a full screen
␣-Right arrow	Go to next word
␣-Left arrow	Go to previous word
TAB	Go to next tab stop
␣-TAB	Go to previous tab stop
␣-1 through ␣-9	Go to beginning of file through Go to end of file

Use arrows to see remainder of Help

20K Avail.

Figure 7. The Monitor Screen Showing The Last portion Of The Help List.

- d. Insure that your printer is on and ready to print.
- e. Press the OPEN-APPLE and the "H" keys at the same time.
- f. Press the UP-ARROW key until the ␣-Z message is at the top of screen.
- g. Press the OPEN-APPLE and the "H" keys at the same time.
- h. Press the UP-ARROW key until the screen no longer changes.
- i. Press the OPEN-APPLE and the "H" keys at the same time.

- J. Press the ESC key once. The screen now appears similar to the example shown in Figure 8.

File: WP00022

REVIEW/ADD/CHANGE

Escape: Main Menu

^INTRODUCTION^

"Setting Up Letters Using The AppleWorks...Computers" was developed for use as a "how to" training device. It can be used with either Apple IIe or IIGS computers which have a Duodisk or two disk drives and an 80 column card installed. Its development was accomplished using an Apple Duodisk drive, 5 1/4" floppy disks, and the 1.3 Version of the AppleWorks program. Generally, other versions of the AppleWorks program as well as the smaller disk drives, presently available on the market, may be used in conjunction with the document. If the document is to be used as it was intended at the time of its development, users must have the following items available to them:

1. Apple II series computer.
2. A Duodisk drive or two disk drives.

Type entry or use 9 commands

Line 1 Column 1

@-? for Help

Figure 8. The Monitor Screen After Exiting The Help List.

04. Using The Help List.

a. Copy text.

- (1) Use the ARROW keys and set the cursor under the first letter of the first word in your text that you wish to copy.
- (2) Press the OPEN-APPLE and the "C" keys at the same time. Your monitor screen will appear similar to the example shown in Figure 9.

^INTRODUCTION^

"Setting Up Letters Using The AppleWorks...Computers" was developed for use as a "how to" training device. It can be used with either Apple IIe or IIGS computers which have a Duodisk or two disk drives and an 80 column card installed. Its development was accomplished using an Apple Duodisk drive, 5 1/4" floppy disks, and the 1.3 Version of the AppleWorks program. Generally, other versions of the AppleWorks program as well as the smaller disk drives, presently available on the market, may be used in conjunction with the document. If the document is to be used as it was intended at the time of its development, users must have the following items available to them:

1. Apple II series computer.
2. A Duodisk drive or two disk drives.

Copy Text? Within document To clipboard (cut) From clipboard (paste)

Figure 9. The Monitor Screen Showing The Copy Option Selected.

- (3) With the "Within Document" option selected (highlighted), press the RETURN key once (see Figure 10).

-----Chars per Inch: 6 chars

-----Centered

^INTRODUCTION^

-----Chars per Inch: 10 chars

-----Justified

"Setting Up Letters Using The AppleWorks...Computers" was developed for use as a "how to" training device. It can be used with either Apple IIe or IIGS computers which have a Duodisk or two disk drives and an 80 column card installed. Its development was accomplished using an Apple Duodisk drive, 5 1/4" floppy disks, and the 1.3 Version of the AppleWorks program. Generally, other versions of the AppleWorks program as well as the smaller disk drives, presently available on the market, may be used in conjunction with the document. If the document is to be used as it was intended at the time of its development, users must have the following items available to them:

Type entry or use @ commands

Line 1 Column 1

@-? for Help

Figure 10. The Monitor Screen Showing The "Within Document" Option Selected.

- (4) Use ARROW keys and highlight the portion of your document you wish to copy (directions at bottom of monitor screen).
- (5) Press the RETURN key once (see Figure 11).

----- Chars per Inch: 6 chars

---Centered

^INTRODUCTION^

-----Chars per Inch: 10 chars

-- Justified

"Setting Up Letters Using The AppleWorks...Computers" was developed for use as a "how to" training device. It can be used with either Apple IIe or IIGS computers which have a Duodisk or two disk drives and an 80 column card installed. Its development was accomplished using an Apple Duodisk drive, 5 1/4" floppy disks, and the 1.3 Version of the AppleWorks program. Generally, other versions of the AppleWorks program as well as the smaller disk drives, presently available on the market, may be used in conjunction with the document. If the document is to be used as it was intended at the time of its development, users must have the following items available to them:

Move cursor to new location, then press Return

20K Avail.

Figure 11. The Monitor Screen Before Moving The Copy.

- (6) Use the ARROW keys and move the cursor to the location in the document where you wish the copy of your text to be placed. See the example in Figure 12.

presently available on the market, may be used in conjunction with the document. If the document is to be used as it was intended at the time of its development, users must have the following items available to them:

1. Apple II series computer.
2. A Duodisk drive or two disk drives.
3. AppleWorks startup and AppleWorks program disks. These items may be located on opposite sides of the same computer disk.
4. One data disk.

The following skills must be mastered by users before the document can be used as it was intended. Users must be able to:

1. Turn on the Apple computer.

Move cursor to new location, then press Return

20K Avail.

Figure 12. The Monitor Screen Showing An Example Location Where The Copy Is To Be Moved.

(7) Press the RETURN key once (See Figure 13).

=====

AppleWorks program as well as the smaller disk drives, presently available on the market, may be used in conjunction with the document. If the document is to be used as it was intended at the time of its development, users must have the following items available to them:

1. Apple II series computer.
2. A Duodisk drive or two disk drives.
3. AppleWorks startup and AppleWorks program disks. These items may be located on opposite sides of the same computer disk.
4. One data disk.

The following skills must be mastered by users before the document can be used as it was intended. Users must be able to:

Move cursor to new location, then press Return

18K Avail.

Figure 13. The monitor Screen Showing Copied Text.

- (8) Press the OPEN-APPLE and the "C" keys at the same time.
- (9) Press the RIGHT-ARROW key and move the cursor to highlight the "To clipboard (cut)" option.
- (10) Press the RETURN key once (see Figure 14).

presently available on the market, may be used in conjunction with the document. If the document is to be used as it was intended at the time of its development, users must have the following items available to them:

1. Apple II series computer.

2. A Duodisk drive or two disk drives.

Its development was accomplished using an Apple Duodisk drive, 5 1/4" floppy disks, and the 1.3 Version of the AppleWorks program. Generally, other versions of the AppleWorks program as well as the smaller disk drives, presently available on the market, may be used in

3. AppleWorks startup and AppleWorks program disks. These items may be located on opposite sides of the same computer disk.

4. One data disk.

Use cursor moves to highlight block, then press Return

20K Avail.

Figure 14. The Monitor Screen After Selecting The Clipboard Option.

- (11) Follow the directions provided on the screen, highlighting the portion of the document you wish to copy using the ARROW keys, and then press the RETURN key once. Following this action, your screen will appear similar to the example shown in Figure 15.

presently available on the market, may be used in conjunction with the document. If the document is to be used as it was intended at the time of its development, users must have the following items available to them:

1. Apple II series computer.

2. A Duodisk drive or two disk drives.

Its development was accomplished using an Apple Duodisk drive, 5 1/4" floppy disks, and the 1.3 Version of the AppleWorks program. Generally, other versions of the AppleWorks program as well as the smaller disk drives, presently available on the market, may be used in

3. AppleWorks startup and AppleWorks program disks. These items may be located on opposite sides of the same computer disk.

4. One data disk.

Type entry or use @ commands

Line 24 Column 1

@-? for Help

Figure 15. The Monitor Screen After Copying Part Of A document To The Clipboard.

- (12) Use whatever combination of keys that is necessary and bring the document, that is to receive the copied portion of your original document, to the screen (see Figure 16).

File: WP00025

REVIEW/ADD/CHANGE

Escape: Main Menu

=====

^STEPS^

^DIRECTIONS^

01. PROGRAM LOADING. Load the AppleWorks program into the computer. With this task completed, your screen should look like Figure 1 (the "Main Menu" is on the screen). In the upper left corner of the screen, you should find the numeral "2" following the second word "Disk." If this is the case, proceed to step 02. If the numeral is "1," go to step number 05.

Type entry or use @ commands

Line 1 Column 1

@-? for Help

Figure 16. The Monitor Screen Showing An Example Of A New File To Which Part Of A Copied Document Is To Be Moved.

- (13) Use the ARROW keys and place the cursor at the spot where you want the beginning of the copied document to be placed.
- (14) Press the OPEN-APPLE and the "C" keys at the same time.
- (15) Use the RIGHT-ARROW key to highlight the "From clipboard" option.
- (16) Press the RETURN key once (see Figure 17).

File: WP00025

REVIEW/ADD/CHANGE

Escape: Main Menu

=====

01. PROGRAM LOADING. Load the AppleWorks program into the computer. With this task completed, your screen should look like Figure 1 (the "Main Menu" is on the screen). In the upper left corner of the screen, you should find the numeral "2" following the second word "Disk." If this is the case, proceed to step 02. If the numeral is "1," go to step number 05.

Its development was accomplished using an Apple Duodisk drive, 5 1/4" floppy disks, and the 1.3 Version of the AppleWorks program. Generally, other versions of the AppleWorks program as well as the smaller disk drives, presently available on the market, may be used in

Type entry or use @ commands

Line 24 Column 1

@-? for Help

Figure 17. The Monitor Screen After Copying The Section Of The Original Document Into The New Document.

5. Deleting part of your text.

- (1) Identify the part of your document that you need to delete.
- (2) Use a combination of ARROW keys and place the cursor under the first letter or number in the document to be deleted.
- (3) Press the OPEN-APPLE and the "D" keys at the same time (see Figure 18).

File: WP00025

REVIEW/ADD/CHANGE

Escape: Main Menu

=====

01. PROGRAM LOADING. Load the AppleWorks program into the computer. With this task completed, your screen should look like Figure 1 (the "Main Menu" is on the screen). In the upper left corner of the screen, you should find the numeral "2" following the second word "Disk." If this is the case, proceed to step 02. If the numeral is "1," go to step number 05.

Its development was accomplished using an Apple Duodisk drive, 5 1/4" floppy disks, and the 1.3 Version of the AppleWorks program.

Type entry or use @ commands

Line 22 Column 1

@-? for Help

Figure 19. The Monitor Screen Showing Part Of The Text Deleted.

c. Finding parts of or within a document.

- (1) Press the OPEN-APPLE and the "F" keys at the same time (see Figure 20).

File: WP00025

FIND

Escape: Review/Add/Change

=====

01. PROGRAM LOADING. Load the AppleWorks program into the computer. With this task completed, your screen should look like Figure 1 (the "Main Menu" is on the screen). In the upper left corner of the screen, you should find the numeral "2" following the second word "Disk." If this is the case, proceed to step 02. If the numeral is "1," go to step number 05.

Its development was accomplished using an Apple Duodisk drive, 5 1/4" floppy disks, and the 1.3 Version of the AppleWorks program.

Find? Text Page Marker Case sensitive text Options for printer

Figure 20. The Monitor Screen Showing The Find Option Selected.

- (2) Use the RIGHT-ARROW key to highlight the type of information you want to find within your document.
- (3) If you highlight the "Options for printer" and press the RETURN key once the monitor screen will appear similar to the example shown in Figure 21.

File: WP00025

FIND

Escape: Review/Add/Change

like Figure 1 (the "Main Menu" is on the screen). In the upper left corner of the screen, you should find the numeral "2" following the second word "Disk." If this is the case, proceed to step 02. If the numeral is "1," go to step number 05.

Its development was accomplished using an Apple Duodisk drive, 5 1/4" floppy disks, and the 1.3 Version of the

FIND PRINTER OPTIONS

Option:	UJ: Unjustified	GB: Group Begin	BE: Boldface End
	CN: Centered	GE: Group End	+B: Superscript Beg
PW: Platen Width	PL: Paper Length	HE: Page Header	+E: Superscript End
LM: Left Margin	TM: Top Margin	FO: Page Footer	-B: Subscript Begin
RM: Right Margin	BM: Bottom Margin	SK: Skip Lines	-E: Subscript End
CI: Chars per Inch	LI: Lines per Inch	PN: Page Number	UB: Underline Begin
P1: Proportional-1	SS: Single Space	PE: Pause Each page	UE: Underline End
P2: Proportional-2	DS: Double Space	PH: Pause Here	PP: Print Page No.
IN: Indent	TS: Triple Space	SM: Set a Marker	EK: Enter Keyboard
JU: Justified	NP: New Page	BB: Boldface Begin	

Figure 21. The Monitor Screen After Selecting The "Find Printer Options" Option.

- (4) Select either the "Text" or the "Case sensitive text" option and press the RETURN key. The monitor screen will appear like the example shown in Figure 22.

File: WP00025

FIND

Escape: Main Menu

like Figure 1 (the "Main Menu" is on the screen). In the upper left corner of the screen, you should find the numeral "2" following the second word "Disk." If this is the case, proceed to step 02. If the numeral is "1," go to step number 05.

Its development was accomplished using an Apple Duodisk drive, 5 1/4" floppy disks, and the 1.3 Version of the AppleWorks program. Generally, other versions of the AppleWorks program as well as the smaller disk drives, presently available on the market, may be used in conjunction with the document. If the document is to be used as it was intended at the time of its development, users must have the following items available to them:

Find what text?

Figure 22. The Monitor Screen Showing A Find Text Option Selected.

- (5) If you elect to choose the "Page" option and press the RETURN key you will need to supply the number of the page for which you are looking.
- (6) Select the "Text" option by highlighting it.
- (7) Press the RETURN key once.
- (8) Type in the text (word or words) you wish to find as directed at the bottom of the monitor screen (see Figure 23).

File: WP00025

FIND

Escape: Erase entry

Its development was accomplished using an Apple Duodisk drive, 5 1/4" floppy disks, and the 1.3 Version of the AppleWorks program.

Find what text? THE

Figure 23. The Monitor Screen Showing The Words Of The Text To Be Located.

(9) Press the RETURN key once (see Figure 24).

File: WPC0025

FIND

Escape: Main Menu

=====

Figure 1. The Computer Screen With Disk Drive Two Selected.

02. ADDING FILES TO THE DESKTOP. Select option #1, "Add Files to the Desktop." It is high lighted (usually in green, but the actual color depends on the type of equipment you have) so you should press the RETURN key once. Your screen should look like the picture shown in Figure 2 following this action.

Find next occurrence? No Yes

Figure 24. The Monitor Screen Showing The First Location Of The Desired Text.

- (10) Follow the directions provided at the bottom of the screen until you have found the desired location in the document.
- (11) Insure the "No" option is highlighted and press the RETURN key once (see Figure 25).

File: WP00025

MAIN MENU

=====

like Figure 1 (the "Main Menu" is on the screen). In the upper left corner of the screen, you should find the numeral "2" following the second word "Disk." If this is the case, proceed to step 02. If the numeral is "1," go to step number 05.

=====

Its development was accomplished using an Apple Duodisk drive, 5 1/4" floppy disks, and the 1.3 Version of the AppleWorks program. Generally, other versions of the AppleWorks program as well as the smaller disk drives, presently available on the market, may be used in conjunction with the document. If the document is to be used as it was intended at the time of its development, users must have the following items available to them:

Type entry or use 9 commands

Line 18 Column 33

9-? for Help

Figure 25. The Monitor Screen After Exiting The Find Function.

- d. Identifying the locations of page breaks. This option allows you to identify the exact locations of the ends of the pages in your document. If you want to change the locations of the ends of the pages, you need to use the OPEN-APPLE-0 command.

- (1) Press the OPEN-APPLE and the "K" keys at the same time. You will see a message on your monitor screen similar to the one shown in Figure 26.

=====

Which printer will be used when
the file is actually printed?

1. Apple DMP
2. ImageWriter
3. EPSON
4. A text (ASCII) file on disk

Type number, or use arrows, then press Return

8K Avail.

Figure 26. The Monitor Screen After Selecting The Page Break Command.

- (2) Use the ARROW keys and select the type of printer connected to your machine by highlighting its name.
- (3) Press the RETURN key once and examine Figure 27. Your monitor screen will appear similar to this Figure.

File: WP00025

MAIN MENU

like Figure 1 (the "Main Menu" is on the screen). In the upper left corner of the screen, you should find the numeral "2" following the second word "Disk." If this is the case, proceed to step 02. If the numeral is "1," go to step number 05.

Its development was accomplished using an Apple Duodisk drive, 5 1/4" floppy disks, and the 1.3 Version of the AppleWorks program. Generally, other versions of the AppleWorks program as well as the smaller disk drives, presently available on the market, may be used in conjunction with the document. If the document is to be used as it was intended at the time of its development, users must have the following items available to them:

Type entry or use 9 commands

Line 18 Column 33

9-? for Help

Figure 27. The Monitor Screen After Completing The Identification Of Page Breaks.

e. Moving part or all of a document.

- (1) Press the OPEN-APPLE and the "M" keys at the same time (see Figure 28).

File: WORD PROCESSING

REVIEW/ADD/CHANGE

Escape: Main Menu

=====

Figure 1. The Computer Screen With Disk Drive Two Selected.

02. ADDING FILES TO THE DESKTOP. Select option #1, "Add Files to the Desktop." It is high lighted (usually in green, but the actual color depends on the type of equipment you have) so you should press the RETURN key once. Your screen should look like the picture shown in Figure 2 following this action.

Type entry or use @ commands

Line 37 Column 39

@-? for Help

Figure 26. The Monitor Screen After Selecting The Page Break Command.

- (2) Use the ARROW keys and select the type of printer connected to your machine by highlighting its name.
- (3) Press the RETURN key once and examine Figure 27. Your monitor screen will appear similar to this Figure.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260	261	262	263	264	265	266	267	268	269	270	271	272	273	274	275	276	277	278	279	280	281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300	301	302	303	304	305	306	307	308	309	310	311	312	313	314	315	316	317	318	319	320	321	322	323	324	325	326	327	328	329	330	331	332	333	334	335	336	337	338	339	340	341	342	343	344	345	346	347	348	349	350	351	352	353	354	355	356	357	358	359	360	361	362	363	364	365	366	367	368	369	370	371	372	373	374	375	376	377	378	379	380	381	382	383	384	385	386	387	388	389	390	391	392	393	394	395	396	397	398	399	400	401	402	403	404	405	406	407	408	409	410	411	412	413	414	415	416	417	418	419	420	421	422	423	424	425	426	427	428	429	430	431	432	433	434	435	436	437	438	439	440	441	442	443	444	445	446	447	448	449	450	451	452	453	454	455	456	457	458	459	460	461	462	463	464	465	466	467	468	469	470	471	472	473	474	475	476	477	478	479	480	481	482	483	484	485	486	487	488	489	490	491	492	493	494	495	496	497	498	499	500	501	502	503	504	505	506	507	508	509	510	511	512	513	514	515	516	517	518	519	520	521	522	523	524	5
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02. ADDING FILES TO THE DESKTOP. Select option #1, "Add Files to the Desktop." It is high lighted (usually in green, but the actual color depends on the type of equipment you have) so you should press the RETURN key once. Your screen should look like the picture shown in Figure 2 following this action.

Figure 27. The Monitor Screen After Completing The Identification Of Page Breaks.

(1) Set your cursor under the first letter or number of the text to be moved.

File: WP00025

MOVE TEXT

Escape: Main Menu

=====

like Figure 1 (the "Main Menu" is on the screen). In the upper left corner of the screen, you should find the numeral "2" following the second word "Disk." If this is the case, proceed to step 02. If the numeral is "1," go to step number 05.

Its development was accomplished using an Apple Duodisk drive, 5 1/4" floppy disks, and the 1.3 Version of the AppleWorks program. Generally, other versions of the AppleWorks program as well as the smaller disk drives, presently available on the market, may be used in conjunction with the document. If the document is to be used as it was intended at the time of its development, users must have the following items available to them:

Move Text? Within document To clipboard (cut) From clipboard (paste)

Figure 28. The Monitor Screen After Selecting The Move Information Option.

- (2) Set your cursor under the first letter or number of the text to be moved.
- (3) Select the "Within document" option by insuring that it is highlighted and pressing the RETURN key once (see Figure 29).

Escape: Main Menu

Its development was accomplished using an Apple Duodisk drive, 5 1/4" floppy disks, and the 1.3 Version of the AppleWorks program. Generally, other versions of the AppleWorks program as well as the smaller disk drives, presently available on the market, may be used in conjunction with the document. If the document is to be used as it was intended at the time of its development, users must have the following items available to them:

5K Avail.

- (4) Use the **ARROW** keys to highlight that portion of your document which you desire to move.
- (5) Press the **RETURN** key once and examine the example results in Figure 30.

11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150 151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200 201 202 203 204 205 206 207 208 209 210 211 212 213 214 215 216 217 218 219 220 221 222 223 224 225 226 227 228 229 230 231 232 233 234 235 236 237 238 239 240 241 242 243 244 245 246 247 248 249 250 251 252 253 254 255 256 257 258 259 260 261 262 263 264 265 266 267 268 269 270 271 272 273 274 275 276 277 278 279 280 281 282 283 284 285 286 287 288 289 290 291 292 293 294 295 296 297 298 299 300 301 302 303 304 305 306 307 308 309 310 311 312 313 314 315 316 317 318 319 320 321 322 323 324 325 326 327 328 329 330 331 332 333 334 335 336 337 338 339 340 341 342 343 344 345 346 347 348 349 350 351 352 353 354 355 356 357 358 359 360 361 362 363 364 365 366 367 368 369 370 371 372 373 374 375 376 377 378 379 380 381 382 383 384 385 386 387 388 389 390 391 392 393 394 395 396 397 398 399 400 401 402 403 404 405 406 407 408 409 410 411 412 413 414 415 416 417 418 419 420 421 422 423 424 425 426 427 428 429 430 431 432 433 434 435 436 437 438 439 440 441 442 443 444 445 446 447 448 449 450 451 452 453 454 455 456 457 458 459 460 461 462 463 464 465 466 467 468 469 470 471 472 473 474 475 476 477 478 479 480 481 482 483 484 485 486 487 488 489 490 491 492 493 494 495 496 497 498 499 500 501 502 503 504 505 506 507 508 509 510 511 512 513 514 515 516 517 518 519 520 521 522 523 524 525 526 527 528 529 530 531 532 533 534 535 536 537 538 539 540 541 542 543 544 545 546 547 548 549 550 551 552 553 554 555 556 557 558 559 560 561 562 563 564 565 566 567 568 569 570 571 572 573 574 575 576 577 578 579 580 581 582 583 584 585 586 587 588 589 590 591 592 593 594 595 596 597 598 599 600 601 602 603 604 605 606 607 608 609 610 611 612 613 614 615 616 617 618 619 620 621 622 623 624 625 626 627 628 629 630 631 632 633 634 635 636 637 638 639 640 641 642 643 644 645 646 647 648 649 650 651 652 653 654 655 656 657 658 659 660 661 662 663 664 665 666 667 668 669 670 671 672 673 674 675 676 677 678 679 680 681 682 683 684 685 686 687 688 689 690 691 692 693 694 695 696 697 698 699 700 701 702 703 704 705 706 707 708 709 710 711 712 713 714 715 716 717 718 719 720 721 722 723 724 725 726 727 728 729 730 731 732 733 734 735 736 737 738 739 740 741 742 743 744 745 746 747 748 749 750 751 752 753 754 755 756 757 758 759 760 761 762 763 764 765 766 767 768 769 770 771 772 773 774 775 776 777 778 779 780 781 782 783 784 785 786 787 788 789 790 791 792 793 794 795 796 797 798 799 800 801 802 803 804 805 806 807 808 809 810 811 812 813 814 815 816 817 818 819 820 821 822 823 824 825 826 827 828 829 830 831 832 833 834 835 836 837 838 839 840 841 842 843 844 845 846 847 848 849 850 851 852 853 854 855 856 857 858 859 860 861 862 863 864 865 866 867 868 869 870 871 872 873 874 875 876 877 878 879 880 881 882 883 884 885 886 887 888 889 890 891 892 893 894 895 896 897 898 899 900 901 902 903 904 905 906 907 908 909 910 911 912 913 914 915 916 917 918 919 920 921 922 923 924 925 926 927 928 929 930 931 932 933 934 935 936 937 938 939 940 941 942 943 944 945 946 947 948 949 950 951 952 953 954 955 956 957 958 959 960 961 962 963 964 965 966 967 968 969 970 971 972 973 974 975 976 977 978 979 980 981 982 983 984 985 986 987 988 989 990 991 992 993 994 995 996 997 998 999 1000 1001 1002 1003 1004 1005 1006 1007 1008 1009 1010 1011 1012 1013 1014 1015 1016 1017 1018 1019 1020 1021 1022 1023 1024 1025 1026 1027 1028 1029 1030 1031 1032 1033 1034 1035 1036 1037 1038 1039 1040 1041 1042 1043 1044

Figure 1. The Computer Screen With Disk Drive Two Selected.

02. ADDING FILES TO THE DESKTOP. Select option #1, "Add Files to the Desktop." It is high lighted (usually in green, but the actual color depends on the type of equipment you have) so you should press the RETURN key once. Your screen should look like the picture shown in Figure 2 following this action.

Move cursor to new location, then press Return

8K Avail.

Figure 30. The Monitor Screen After Entering The Text To Be Moved.

- (6) Use arrow keys and move the cursor to the position in your document where you wish to move the highlighted text.
- (7) Press the RETURN key once (see Figure 31).

File: WF00025

MAIN MENU

green, but the actual color depends on the type of equipment you have) so you should press the RETURN key once. Your screen should look like the picture shown in Figure 2 following this action.

-----Page Footer

Generally, other versions of the AppleWorks program as well as the smaller disk drives, presently available on the market, may be used in conjunction with the document. If the document is to be used as it was intended at the time of its development, users must have the following items available to them:

Type entry or use 2 commands

Line 69 Column 5

2-? for Help

Figure 31. The Monitor Screen After Moving Part Of The Text.

- (8) If you desire to move part of your document to the clipboard and then on to another file, the procedure is the as that for moving part of the document within the file, except that you must select the "To clipboard" option.
- f. Changing the names of files. This is an extremely important option because it allows you to retain your original file on a data disk while at the same time rapidly creating a new document which, when completed, may be quite similar to the original document without having to create the new document from scratch.
- (1) Press the OPEN-APPLE and the "N" keys at the same time (see Figure 32).

File: WP00025

CHANGE FILENAME

Escape: Review/Add/Change

=====

Figure 1. The Computer Screen With Disk Drive Two Selected.

-----Page Footer

02. ADDING FILES TO THE DESKTOP. Select option #1, "Add Files to the Desktop." It is high lighted (usually in green, but the actual color depends on the type of equipment you have) so you should press the RETURN key once. Your screen should look like the picture shown in Figure 2 following this action.

Type filename: WP00025

8K Avail.

Figure 32. The Monitor Screen With The Name Change Option Selected.

(2) Press the OPEN-APPLE and the "Y" (yank) keys at the same time (see Figure 33).

File: WP00025 CHANGE FILENAME Escape: Restore former entry
=====

Figure 1. The Computer Screen With Disk Drive Two Selected.

-----Page Footer

02. ADDING FILES TO THE DESKTOP. Select option #1, "Add Files to the Desktop." It is high lighted (usually in green, but the actual color depends on the type of equipment you have) so you should press the RETURN key once. Your screen should look like the picture shown in Figure 2 following this action.

Type filename:

8K Avail.

Figure 33. The Monitor Screen After Using The Yank Function.

(3) Type the new file name (see Figure 34).

File: WP00025 CHANGE FILENAME Escape: Restore former entry
green, but the actual color depends on the type of equipment
you have) so you should press the RETURN key once. Your
screen should look like the picture shown in Figure 2
following this action.

-----Page Footer

Generally, other versions of the AppleWorks program as well
as the smaller disk drives, presently available on the
market, may be used in conjunction with the document. If
the document is to be used as it was intended at the time of
its development, users must have the following items
available to them:

Type filename: WORD PROCESSING

5K Avail.

Figure 34. The Monitor Screen After Typing New File Name.

- (4) To enter the new file name in the computer memory, press
the RETURN key once. Examine the upper left corner of
Figure 35 and then compare Figures 34 and 35.

File: WORD PROCESSING REVIEW/ADD/CHANGE Escape: Main Menu
=====

Figure 1. The Computer Screen With Disk Drive Two Selected.

-----Page Footer

02. ADDING FILES TO THE DESKTOP. Select option #1, "Add Files to the Desktop." It is high lighted (usually in green, but the actual color depends on the type of equipment you have) so you should press the RETURN key once. Your screen should look like the picture shown in Figure 2 following this action.

Type entry or use @ commands Line 39 Column 1 @-? for Help

Figure 35. The Monitor Screen After Entering The New File Name.

g. Replacing the wording of part of your document with new wording.

- (1) Press the OPEN-APPLE and the "R" keys at the same time (see Figure 36).

File: WORD PROCESSING REPLACE Escape: Review/Add/Change
=====

Figure 1. The Computer Screen With Disk Drive Two Selected.

-----Page Footer

02. ADDING FILES TO THE DESKTOP. Select option #1, "Add Files to the Desktop." It is high lighted (usually in green, but the actual color depends on the type of equipment you have) so you should press the RETURN key once. Your screen should look like the picture shown in Figure 2 following this action.

Replace? Text Case sensitive text

Figure 36. The Monitor Screen After Selecting The Replace Option.

- (2) Select the "Text" option by insuring that it is highlighted and then pressing the RETURN key once. See Figure 37 - the picture would be identical if you chose the "Case sensitive text" option.

File: WORD PROCESSING

REPLACE

Escape: Main Menu

=====

green, but the actual color depends on the type of equipment you have) so you should press the RETURN key once. Your screen should look like the picture shown in Figure 2 following this action.

-----Page Footer

Generally, other versions of the AppleWorks program as well as the smaller disk drives, presently available on the market, may be used in conjunction with the document. If the document is to be used as it was intended at the time of its development, users must have the following items available to them:

Replace what?

Figure 37. The Monitor Screen After Selecting The Text Option.

(3) Type the word or words to be replaced (see Figure 38).

File: WORD PROCESSING

REPLACE

Escape: Main Menu

=====

green, but the actual color depends on the type of equipment
you have) so you should press the RETURN key once. Your
screen should look like the picture shown in Figure 2
following this action.

-----Page Footer

Generally, other versions of the AppleWorks program as well
as the smaller disk drives, presently available on the
market, may be used in conjunction with the document. If
the document is to be used as it was intended at the time of
its development, users must have the following items
available to them:

Replace? One at a time All

Figure 38. The Monitor Screen Showing Text To Be Replaced.

(4) Press the RETURN key once (see Figure 39).

File: WORD PROCESSING REPLACE Escape: Review/Add/Change
=====|=====|=====|=====|=====|=====|=====|=====|=====|=====|=====|=====|=====|=====|=====|=====

Figure 1. The Computer Screen With Disk Drive Two Selected.

-----Page Footer

02. ADDING FILES TO THE DESKTOP. Select option #1, "Add Files to the Desktop." It is high lighted (usually in green, but the actual color depends on the type of equipment you have) so you should press the RETURN key once. Your screen should look like the picture shown in Figure 2 following this action.

Replace with what?

8K Avail.

Figure 39. The Monitor Screen After Entering The Text To Be Replaced.

(5) Type the replacement text (see Figure 40).

File: WORD PROCESSING

REPLACE

Escape: Erase entry

=====

Figure 1. The Computer Screen With Disk Drive Two Selected.

-----Page Footer

02. ADDING FILES TO THE DESKTOP. Select option #1, "Add Files to the Desktop." It is high lighted (usually in green, but the actual color depends on the type of equipment you have) so you should press the RETURN key once. Your screen should look like the picture shown in Figure 2 following this action.

Replace with what? A

8K Avail.

Figure 40. The Monitor Screen Showing The Replacement Text.

(6) Press the RETURN key once (see Figure 41).

File: WORD PROCESSOR

REPLACE

Escape: Review/Add/Change

=====<=====<=====<=====<=====<=====<=====<=====<=====<=====<=====<=====

We undertake these tasks one at a time as a solution one at a time is sought for the problem.

Replace? One at a time All

Figure 41. The Monitor Screen Showing The Replacement Text Entered.

- (7) Select the "One at a time" option by pressing the RETURN key. Your monitor screen will show the first occurrence of the text to be replaced (see Figure 42).

File: WORD PROCESSING REPLACE Escape: Review/Add/Change
=====

Figure 1. The Computer Screen With Disk Drive Two Selected.

-----Page Footer

Replace this one? No Yes

Figure 42. The Monitor Screen Showing The First Occurrence Of The Text To Be Replaced.

- (8) Use the RIGHT-ARROW key to highlight the "Yes" option.
- (9) Press the RETURN key once to accomplishment the replacement (see Figure 43).

File: WORD PROCESSING

REPLACE

Escape: Review/Add/Change

Figure 1. A Computer Screen With Disk Drive Two Selected.

-----Page Footer

Find next occurrence? No Yes

Figure 43. The Monitor Screen After The First Replacement Is Made.

(10) If you want to continue on to the next occurrence of the text to be replaced, highlight the "Yes" option and press the RETURN key or press the ESC key to return to the document.

(11) Press the ESC key (see Figure 44).

File: WORD PROCESSING REVIEW/ADD/CHANGE Escape: Main Menu
 =====

Figure 1. A Computer Screen With Disk Drive Two Selected.

-----Page Footer

Type entry or use @ commands Line 40 Column 13 @-? for Help

Figure 44. The Monitor Screen After Returning To The Original Document.

h. Setting tabs.

- (1) Press the OPEN-APPLE and the "T" keys at the same time (see Figure 45).

File: WORD PROCESSING

MODIFY TAB STOPS

Escape: Review/Add/Change

Figure 1. A Computer Screen With Disk Drive Two Selected.

-----Page Footer

Tab stops: S: Set C: Clear R: Remove all

(Column 13)

Figure 46. The Monitor Screen After Removing All Preset Tabs.

- (3) Use the RIGHT-ARROW key and move the cursor to column #6. You can easily tell when your cursor is in column #6 by examining the lower right corner of the monitor screen.
- (4) Press the "S" key once (see Figure 47).

File: WORD PROCESSING

MODIFY TAB STOPS

Escape: Review/Add/Change

Figure 1. A Computer Screen With Disk Drive Two Selected.

-----Page Footer

Tab stops: S: Set C: Clear R: Remove all (Column 6)

Figure 47. The Monitor Screen Setting A Tab Cue In Column #6.

(5) Press the ESC key once (see Figure 48).

File: WORD PROCESSING

REVIEW/ADD/CHANGE

Escape: Main Menu

Figure 1. A Computer Screen With Disk Drive Two Selected.

-----Page Footer

Type entry or use @ commands

Line 40 Column 13

@-? for Help

Figure 48. The Monitor Screen After Escaping From The Tab Option.

i. Bold facing.

- (1) Identify a word or group of words in your document that you would like to print in "bold face."
- (2) Use the ARROW keys and move the cursor directly under the first letter of the first word you would like printed in "bold face."
- (3) Press and hold down the CONTROL key and while it is held down, press and release the "B" key.
- (4) Press the LEFT-ARROW key once. Your monitor screen will appear similar to the example shown in Figure 49.

File: WORD PROCESSING

MAIN MENU

=====

Figure 2. The Screen After Selecting, the "Add Files to the Desktop" Option.

03. SELECTING DATA BASE. Select "Data Base" from the "Add Files" menu as follows:

Type entry or use @ commands

Boldface Begin

@-? for Help

Figure 49. The Monitor Screen Showing Bold Face Begin.

- (5) Use the RIGHT-ARROW key and move the cursor to the column (space) immediately following the last letter that is to be printed in bold face.
- (6) Press and hold down the CONTROL key and while it is being held down, press and release the "B" key.
- (7) Move the cursor one space to the left, using the LEFT-ARROW key (see Figure 50).

File: WORD PROCESSING

MAIN MENU

=====

Figure 2. "The Screen After Selecting", the "Add Files to the Desktop" Option.

03. SELECTING DATA BASE. Select "Data Base" from the "Add Files" menu as follows:

Type entry or use @ commands

Boldface End

@-? for Help

Figure 50. The Monitor Screen Showing Bold Face End.

- j. Underlining part of your text. The procedure for underlining part of your text is the same as the bold face procedure discussed above in "i" except that the "L" key instead of the "B" is used with the CONTROL key.
- k. Moving to the beginning of a file. Press and hold down the OPEN-APPLE key and while that key is held down, press and release the "1" key. An example of the result is shown in Figure 51, with the cursor now located at the beginning of the file.

^STEPS^

^DIRECTIONS^

01. PROGRAM LOADING. Load the AppleWorks program into the computer. With this task completed, your screen should look like Figure 1 (the "Main Menu" is on the screen). In the upper left corner of the screen, you should find the numeral "2" following the second word "Disk." If this is the case, proceed to step 02. If the numeral is "1," go to step number 05.

Its development was accomplished using an Apple Duodisk drive, 5 1/4" floppy disks, and the 1.3 Version of the AppleWorks program.

Type entry or use @ commands

Line 1 Column 1

@-? for Help

Figure 51. The Monitor Screen After Using The OPEN-APPLE-1 Option.

1. Moving to the end of a file. Press and hold down the OPEN-APPLE key and while it is held in the down position, press and release the 9 key (see Figure 52).

File: WORD PROCESSING

REVIEW/ADD/CHANGE

Escape: Main Menu

16. FILE SAVE. Press the OPEN-APPLE and the "S" keys at the same time to save the file.

17. RETURN TO MAIN MENU. Return to the "Main Menu" by pressing the ESC key once.

Type entry or use ⌘ commands

Line 999 Column 1

⌘-? for Help

Figure 52. The Monitor Screen After Exercising The OPEN-APPLE-9 Option.

- m. Additional help. For additional help, consult the AppleWorks instruction book.